

## Assessment Council

April 5, 2018

### Minutes

Present: Cara Berg, Greg Mattison, Jane Zeff

Absent: Kendall Martin, Lorra Brown, Yoel Beniluz , Meredith Drew

The meeting was convened at 12:30pm by Cara Berg in Preakness Hall Rm 219 Conference Room – Minutes by Greg Mattison

#### I. Approval of March minutes

With only 3 members in attendance we were not able to reach quorum. Emailed Peter Griswold about procedural requirements to ratify minutes and if electronic approval from a shared document is acceptable.

AMMENDED NOTE: There is a possible necessity that Agenda Items II. - IV. Below may not be deemed valid unless ratified at a later meeting where a quorum is present having taken place without majority committee representation in attendance. Please advise Cara.

#### II. Charge 3 update

Cara spoke with the Chair of Research and Scholarship Council about our collaborative charges (Assessment Council Charge 3 and Research and Scholarship Council Charge 5)

It was agreed that this needs to be explored further next year as the Research and Scholarship Council voted to strike their Charge 5 this year.

Given Charge 3 calls for us to collaborate with the Research and Scholarship Council, perhaps both sets of charges could be revised to be more general in FY19 to better reflect any future collaboration.

#### III. Charge 2 discussion

There was discussion via email between Kendall and Greg about future collaboration on a BlackBoard course shell that served to train the community on proper assessment and its beneficial uses. Preliminary resources to review were provided by Kendall: <https://www.wpunj.edu/ira/assessment/index.html>

Greg will inquire with the Academic Technology Department in the Library about possible assistance in assembling the course shell and what they might want the committee to provide.

Jane made the observation that any possible training should be informed by the desired outcomes. These might be informed by a University Assessment Plan.

Some considerations prior to undertaking course development:

- Do we need an Assessment Plan first? One existed under Provost Sesay but has long-since expired. Seemingly, there is no current assessment plan. An assessment plan would help to clarify, the university's official disposition to assessment and what is assessment supposed to be doing to help faculty.
- What is the rubric? How would it be most effective and when should one be used?
- Where are the administrative resources to create the training?
- What can be online, what needs to be facilitated personally?
- Might there need to be multiple training syllabi? For example, A more general introduction to assessment to inform the community prior to the creation of an assessment plan, and subsequent courses to educate the community how to meet the assessment goals of the agreed upon assessment plan, once crafted.

Other questions for an Assessment Plan:

- Who takes ownership of the Assessment process; what are the roles of Administration & Faculty?

#### IV. Annual Report planning and division

Cara will reach out to Peter on proper format or to secure a template. We may be able to draw upon the past minutes to propagate the annual report.